



**FOREIGN PASSENGER VESSEL
QUARTERLY EXAMINATION BOOK**

Name of Vessel		Flag No Change	
IMO Number		Case Number	
Date Completed	Priority	Points	
Location			
Vessel Built in Compliance with SOLAS: 60 74 74/78 NA			
Exam Type First Quarter Second Quarter Third Quarter			
Senior Marine Inspectors / Port State Control Officers 1. _____ 3. _____ 2. _____ 4. _____			

Deficiency Summary Worksheet:

Name of Vessel

VIN

Deficiency	MSIS Code	Req't. Issued / Date Completed

Deficiencies identified should be listed with MSIS codes. At completion of inspection/examination, any outstanding deficiencies shall be entered in MIDR or PSDR as appropriate. All deficiencies found (outstanding and completed) shall be entered in the Deficiency Summary. Worklist items, which serve only as memory joggers to complete inspection/examination (e.g., test emergency fire pump), should not be coded as deficiencies.

MSIS Codes for Deficiencies:

BS	Ballast	DC	Dry Cargo	IC	I/C Engine
BI	Bilge	ES	Electrical	LS	Lifesaving
BA	Boiler, Aux.	FF	Firefighting	MI	Miscellaneous
BM	Boiler, Main	FL	Fuel	NS	Navigation
CS	Cargo	GS	General Safety	PP	Propulsion
DM	Deck Machinery	HA	Habitation	SS	Steering
DL	Doc., Lics., Pmts.	HU	Hull		

Use of Foreign Passenger Vessel Quarterly Exam Book:

This examination book is intended to be used as a job aid by Coast Guard senior marine inspectors/port state control officers during quarterly boardings of foreign-flagged passenger vessels. The Foreign Passenger Vessel Annual Examination Book may be used when conducting a quarterly examination if it is determined that the examination should be expanded due to one of the following conditions:

1. The vessel's certificates are clearly invalid;
2. Evidence that vessel logs, manuals, or other required documentation are not on board, not maintained, or falsely maintained;
3. Evidence from a general examination that serious hull deterioration, structural deterioration, or deficiencies may exist;
4. Evidence from a general examination that serious equipment deficiencies may exist;
5. Evidence of serious operational shortcomings (i.e., officers or crew not familiar with essential shipboard operations or equipment);
6. Involvement of the vessel in incidents due to failure to comply with operational requirements such as a spill or collision; or
7. Indications that key crew members may not be able to communicate with each other or with others persons on board.

This document does not establish or change Federal laws or regulations. References given are only general guides. Refer to IMO publications, CFR's, the Port State Control Job Aid, NVIC's, and any locally produced cite guides for specific regulatory references. Not all items in this book are applicable to all vessels.

NOTE: *Guidance on how to examine foreign passenger vessels can be found in MSM Volume II, Chapter D7: Procedures Applicable to Foreign Passenger Vessels.*

Pre-inspection Items

- Review MSIS records.
 - PSVH
 - VFIP
- Obtain copies of forms to be issued.

Post-inspection Items

- Issue letters/certificates to vessel.
 - Record of deficiencies
- Complete MSIS entries within 48 hours.
 - PSAR
 - MSDS
 - PSDR
 - VFLD
 - VFIP

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Section 1: Administrative Items

IMO Applicability Dates:

Reference	Date
SOLAS 1948	19 NOV 52
SOLAS 1960	26 MAY 65
SOLAS 1974	25 MAY 80
1978 Protocol to SOLAS 1974	01 MAY 81
1981 Amendments (II-1 & II-2)	01 SEP 84
1983 Amendments (III)	01 JUL 86
<i>Various additional amendments to SOLAS</i>	
MARPOL 73/78 Annex I	02 OCT 83
MARPOL 73/78 Annex II	06 APR 87
MARPOL 73/78 Annex III	01 JUL 92
MARPOL 73/78 Annex V	31 DEC 88
COLREGS 1972	15 JUL 77
<i>Various additional amendments to COLREGS</i>	
Load Line 1966	21 JUL 68
STCW 1978	28 APR 84
1991 Amendments	01 DEC 92
1994 Amendments	01 JAN 96
1995 Amendments	01 FEB 97

Detention Information:

NOTE: Complete prior to recommendation.

Verify owner (from DOC or COFR), operator, and mailing address.

Verify owner's agent.

Verify last and future drydock dates and locations.

If dual classed, who will respond? _____

Which agency issued the documents that have major problems?

What is the date of the last survey conducted for those items that have problems?

What are the vessel's plans to deal with the problems?

What is the crew's attitude toward the problems?

Is the detention ISM related? If so, include ISM certification information in the Detention Report to G-MOC-4.

Notes: _____

Vessel Information:

Classification Society	
ISM Issuer: Same as above?	
Yes	No If not the same, which Recognized Organization? _____
NOTE: The period of validity for ISM documents should correspond to the following list. If they do NOT, ISM documents should be further investigated.	
<input type="checkbox"/> 5 years = Full term (SMS and DOC)	<input type="checkbox"/> 12 months = Interim (DOC)
<input type="checkbox"/> 6 months = Interim (SMC)	<input type="checkbox"/> 5 months = Short term (SMC)
Last Drydocking Date	Next Drydocking Date
Location of Last Drydocking	
Date of Last Class Survey	
Outstanding conditions of class or non-conformities	
Last Port of Call	Next Port of Call
Method of Construction I II III	Conversions / Modifications
Call Sign	No Change (VFID)
Gross Tons	No Change (VFMD)
Built Date (use delivery date)	No Change (VFCD)
Overall Length (in feet)	No Change (VFMD)

Vessel Description:

Passenger Vessel

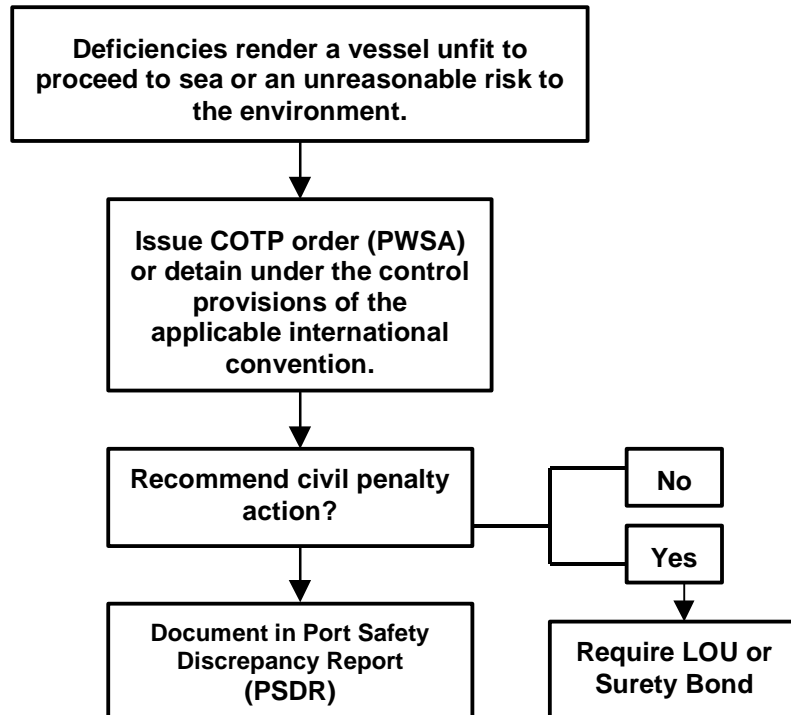
Ferry

Ro-ro Passenger Vessel

Other

Requiring Corrective Measures Prior to Departure

(DETENTION)



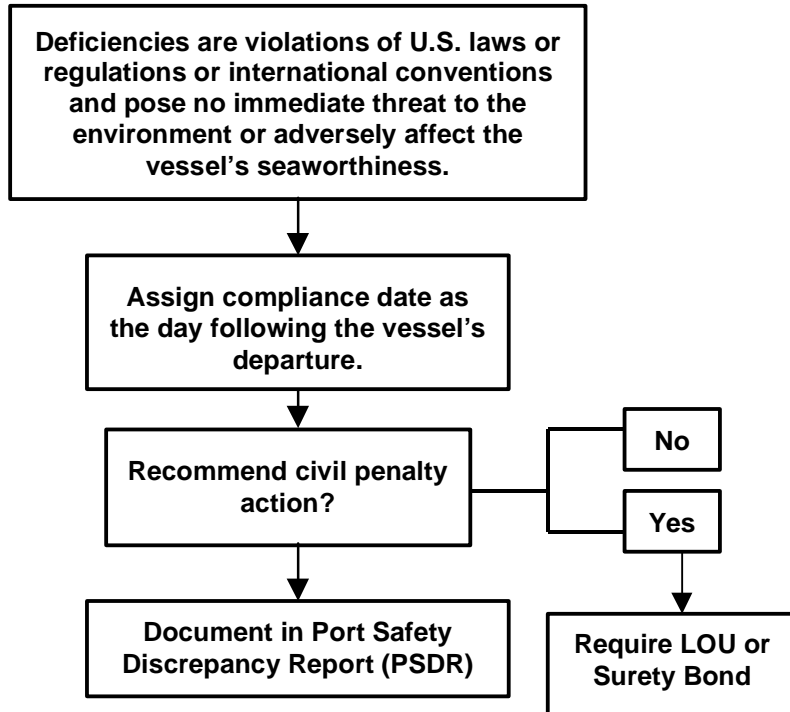
Examples include the following:

- Excessive wastage, corrosion, pitting, holes, or damage to the hull, cargo hatches, fire main, or other vital system.
- Inoperable emergency fire pump or emergency generator.
- Inability to lower lifeboats.
- Inoperable lifeboat motors (i.e., will not start).
- Crew incompetent to carry out duties (e.g., fire or boat drills, cargo transfer, stability calculations, etc.).
- Licenses invalid.
- Safe Manning Document not on board.

Endors. Date			
Exp. Date			
Issue Date			
Port Issued			
ID #			
Issuing Agency			
Name of Certificate	International Tonnage (ITC) No Change	Safety Management (SMC) No Change	Document of Compliance (DOC) No Change

Requiring Corrective Measures Prior to Return to U.S.

(NO DETENTION)



Examples include the following:

- Charts or nautical publications not currently corrected.
- Portable hoses have not been tested but appear in good condition.
- Actual location of safety equipment deviates from the vessel safety plan.
- Electrical fixtures in paint locker not appropriately certified for safe usage in hazardous location. (Operational controls, such as disconnecting the electrical power source or removing flammables from the space, may satisfactorily remove risk to vessel.)

Logbook Entries:

- ☐ Drills/equipment inspections logged as required

Activity	Logged Weekly	Logged Monthly	Logged Quarterly	Other Logging Requirements
*Abandon Ship Drill		74 III/18.3.1		
*Fire Drill		74 III/18.3.1		
Passenger Abandon Ship Drill	74 III/25			
Passenger Fire Drill	74 III/25			
Instruction of Passengers in Use of Lifejackets & Emergency Actions				Within 24 hours of leaving port: 74 III/18.3.2
Emergency Steering Drill			74 V/19(d)	Or within 48 hours of entering US: 33 CFR 164.25(d)
Rescue Boat Drill			74 III/18.3.8	
Lifesaving Equipment Inspection		74 III/19.7		
Watertight Doors, Sidescuttles, etc. Drills and Inspection				When closed prior to sailing; and when opened or closed while underway SOLAS 74 II-1/25

* Items that must be conducted within 12 hours if 25% of crew did not participate in the previous month's drill exercises.

- ☐ Following tests must be conducted and logged 33 CFR 164.25 no more than 12 hours prior to entering / leaving port

- Steering gear and alarms
- Internal vessel control communications and vessel control alarms
- Emergency generator
- Storage batteries for emergency lighting / power systems in vessel control / propulsion machinery spaces
- Main propulsion machinery ahead and astern

Notes: _____

Section 5: Appendices

Recommended Port State Control Procedures:

The following flowcharts contain information gleaned from the Marine Safety Manual Volume II, Chapter D2. The senior marine inspector/port state control officer should be familiar with this chapter as well as the information pertaining to Port State Control examinations contained in MSM Volume II, Chapters D1—Foreign Vessel Exams (General), D7—Foreign Vessel Exams (Passenger), and D4—Targeting of Foreign Vessel Boardings.

Considering the seriousness of the deficiencies, the OCMI or COTP must determine the appropriate control action to impose on these vessels to ensure the safety of the vessel, the port, and the environment. The degree of control imposed, as well as the authority used to exercise control, must be consistent with the nature of the deficiencies.

The following definitions and terms of reference are used in the MSM to describe key elements of Port State Control enforcement:

Clear Grounds. Evidence that the vessel, its equipment, or crew do not correspond substantially to the requirements of the relevant conventions or that the master or crew members are not familiar with essential shipboard procedures relating to the safety of vessels or the prevention of pollution.

Control. Control is the process of imposing a port state's or flag state's authority over a vessel to ensure that its structure, equipment, operation and crew meet applicable standards. The process is affected by any verbal or written directives from the OCMI/COTPs or their representatives, which require action or compliance by the vessel.

Detention. Detention is a control action that restricts a vessel's right of free movement. The imposition of a restriction on the movement of a vessel constitutes a detention regardless of whether or not a delay from a vessel's normal or expected itinerary occurs. Detentions may be carried out under the authority of the applicable international convention, the Ports and Waterways Safety Act (PWSA) or a Customs hold.

Intervention. An intervention is a control action taken by a port state, which interposes the port state's authority over a foreign flag vessel in order to cause the vessel to be brought into compliance with an applicable international convention. Interventions are undertaken by a port state when a vessel's flag state has not, can not, or will not exercise its obligations under an international convention to which it is a party. This may include requesting appropriate information, requiring the immediate or future rectification of deficiencies, detaining the vessel, or allowing the vessel to proceed to another port for repairs.



Stairway enclosures

NOTE: As of 1 OCT 97, types of spaces with direct access to stairway enclosures are restricted to the following spaces:

- Public spaces
- Corridors
- Public toilets
- Special category spaces
- Other stairways
- Open deck spaces

NOTE: Vessels that have spaces other than those listed bordering stairway enclosures must meet the following restrictions:

- Such spaces are prohibited from storing combustible or flammable materials that may elevate fire risk (e.g., cleaning fluids, paints, and other hazardous chemical products).
- Doors separating such spaces from the stairway enclosures should be kept closed and in good working order.



Record below any spaces, other than the permitted spaces listed above, with direct access to an enclosed stairway:

Notes: _____

SOLAS 74/78 II-1/41-2.4.4